

ffotogallery

Role Introduction: Creative Producer



Who are you?

You are a creative person, passionate about the visual arts and their potential to engage people from all walks of life. You welcome the opportunity to become part of a small, dynamic and ambitious team and contribute to the planning and delivery of creative projects.

You have begun your own creative or artistic practice, and will bring new ideas and perspectives to our work that reflect your experiences in this. You have 2 - 5 years experience; this may or may not have been related to your artistic journey, but there are some transferable skills and experience you can apply to this role.

You come with a positive attitude and willingness to learn and develop in the role. You are committed to widening access, inclusion and diversity in the arts, and enjoy collaborating with others, including artists, educators, audiences and project partners.

You are happy to travel into Cardiff for work or to relocate, if necessary, for which support will be provided. Or you may have particular needs that require extra support and adjustment to the work environment and routine; Ffotogallery will strive to address any needs you may have, within available resources.

Who are we?

From our beginnings over forty years ago, Ffotogallery has believed in the power of the visual arts to transform people's lives, whether aspiring photographers and artists seeking to express themselves through their work, or an audience member gaining new insights into the world through the imagery they encounter in an exhibition, in a book or online.

Our vision is for everyone to be able to enjoy transformational experiences through photography and its associated media. It is important to us that our exhibitions and events, publishing, learning and engagement activities connect with culturally diverse neighbourhoods and communities in Cardiff and Wales, ensuring that all residents are able to contribute to, and benefit from, our success. Through our extensive online offer and touring of Ffotogallery exhibitions, our publications and four previous editions of Diffusion: Cardiff International Festival of Photography, the reach and impact of our work is across the globe.

In September 2019 we moved into our current home in Cardiff, which is both an engine room and showroom; a place where new ideas and creative projects are generated and also a welcoming venue offering inspiring encounters with contemporary photography. As well as an excellent gallery and events space, the new centre includes a publicly accessible library/resource room, creative studio and a small bookshop. Our website and socials, and our extensive digital activities, enable us to share our exhibitions, projects, archives and participatory work with a wider global audience, as well as a platform for marketing and sale of books and services.

All of Ffotogallery's work for the next three years is based around the theme of *Many Voices, One Nation*, with the key aims of promoting greater cultural diversity, access and inclusion, lifelong learning, innovation and excellence. Ffotogallery continues to work hard to tackle social inequalities; we value the role people from all parts of our society can play in creating a vibrant arts scene. We know that the arts in the UK, and Wales in particular, will be stronger, more exciting and relevant to more people if we embrace diversity. We are constantly looking at what we do and at how we work through fresh eyes, knowing it will help revitalise our approach and widen access to the arts.

To read more about Ffotogallery's work, visit the following websites:

www.ffotogallery.org

www.diffusionfestival.org

<https://www.theplaceicallhome.org/>

What is a creative producer?

A creative producer is someone who takes a promising idea for a project and makes it a reality. The role involves generating new ideas and creating the right partnerships and team dynamics to see the project through to final production. That requires creativity, resourcefulness and a practical approach to each stage of the production process.

What will the role include, over the twelve months?

You will be an equal within the Ffotogallery creative programming team, contributing to artistic decision-making, and also involved in all aspects of planning and delivering exhibitions, events and accompanying engagement activities, printed material and digital content.

You will be given the opportunity to devise and lead an exhibition, project or event at Ffotogallery in Summer 2021, supported by the Director and other members of the Ffotogallery Team.

You will be a key member of the creative team planning and delivering the fifth edition of Diffusion: Cardiff International Festival of Photography in Autumn 2021. Alongside more conventional photographic exhibits, the festival includes 360 degree immersive cinema with live performance, VR and interactive digital installations, 3D photographic portraits and music, video and projection.

How will Covid-19 affect the role?

We are living in uncertain times regarding any future restrictions on travel, public gatherings and access to our workplace. The team kept working during lockdown by allowing flexibility in how our work is structured and by maintaining a home/workplace balance in terms of our schedule. There are new measures now in place designed to ensure the confidence and wellbeing of staff and visitors, whose health and safety remains our paramount concern. Because of the ever-changing situation, we will discuss appropriate working arrangements for you in the context of your role and public health guidance.

What support can Ffotogallery offer me?

We will help you to grow in the role, and to realise your full potential through training, mentoring and the opportunity to broaden your knowledge and experience, as well as helping you plan your next steps in terms of career progression.

You will have ongoing line management support, and be given feedback and advice in dealing with artists and partners, budgeting, logistics and negotiating resources.

The Director will provide pastoral care and career advice, and introduce you to local, national and international contacts. You will have an opportunity to represent Ffotogallery at networking events, conferences and join in discussions with partners about potential collaborations. You will be introduced to the Cardiff and Wales' arts scene, and various local and national arts and cultural networks.

**Job Description: Creative Producer (35 hours per week/full-time)
12 Month Fixed Term Contract**

Overview of role

Ffotogallery is embarking on an ambitious development programme over the next 18 months which includes delivery of the fifth biennial edition of Diffusion: Cardiff International Festival of Photography in Autumn 2021 and a series of exhibitions, learning and public engagement, artist residency and publishing projects with local, national and international partners. The Creative Producer will play a key role in planning and delivery of that programme.

Working Relationships

The Creative Producer will be a member of Ffotogallery's core team, which includes David Drake, Director, Alex Butler, Operations Manager, Marc Arkless, Exhibitions Manager, and Liz Hewson, Production Coordinator. A new Engagement Manager is about to be appointed.

We regularly operate a paid internship scheme, as well as drawing on a pool of freelancers and suppliers to deliver specific projects and aspects of our programme. Flexible and collaborative working is the normal practice given the relatively small size of our organisation and the need to cover absences due to holiday and illness.

The Creative Producer is line-managed by Alex Butler, but will work closely with other Ffotogallery staff and partners as appropriate to the role and responsibilities.

As one of this year's cohort of fellows under the Weston Jerwood Creative Bursaries programme 2020, the Creative Producer will receive additional professional development support, mentoring and access to a network of peers and alumni working in the arts and cultural sector across the UK.

Salary/Hours/Holidays

Salary is £19,500, for 35 hours per week over 5 days. Ffotogallery's business opening hours are 9.30am – 5.30pm Mondays to Saturdays. Working days for each staff member will be scheduled accordingly. When out of hours working is necessary, for example when there are evening and weekend commitments, time off in lieu is granted. Ffotogallery has a company pension scheme in line with the Government's requirements. Holiday entitlement is accrued on the basis of 2 days per month worked, plus public holidays.

Main duties/Responsibilities

- Contribute to planning and delivery of exhibitions, events, projects and accompanying learning and engagement activities
- Research and develop a new exhibition or creative project, and lead the delivery with support from the Ffotogallery team
- Liaise with artists, partners, freelancers and suppliers, as required, in planning and delivery of the programme
- Produce creative content for online platforms and accompanying learning and engagement activities and resources
- Provide guided tours for visitors and contribute to our public facing activities and events delivery
- Participate in training and professional development opportunities, as required
- Undertake specific additional activities, as required by the role, at the request of the Director

Person Specification

Your life experience, enthusiasm and passion for the arts are more important to us than formal qualifications and the number of arts jobs you have done previously.

What we ask is that you are able to bring new ideas and perspectives to our work, reflecting your artistic journey and 2 - 5 years experience. Your artistic or creative experience could involve self-initiated projects or those you worked on with others in an arts-related setting. By working experience, we mean you have acquired transferable skills and knowledge that demonstrate that you can bring original ideas to fruition, that you show resourcefulness, creativity and an ability to work well within a team.

You are in the early stages of your career in the arts, and may have experienced barriers to finding paid work in the arts.

You welcome the opportunity to work for a supportive organisation committed to diversity and inclusion, and to be part of a wider UK network and to receive advice on career progression, training and mentorship.

You are excited by the prospect of playing a part in creating a more equitable and representative UK arts and cultural sector, and contributing to the processes of change that are so urgently needed.

Weston Jerwood Creative Bursaries Programme 2020-22

This document is available to read in [Easy Read format](#), listen to as an [audio recording](#) or watch in [BSL video](#).

Cymraeg

Os byddai'n well gennych chi ddarllen fersiwn Cymraeg o'r testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi wrando ar y testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi weld fersiwn Hawdd i'w Ddarllen o'r testun hwn, cliciwch [yma](#).

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by [Jerwood Arts](#).

Who are we and what do we stand for?

Jerwood Arts is an independent arts funder, and we work with early-career artists, curators and producers to help them gain access to opportunities, collaborate with other artists and get ideas and projects off the ground. Sometimes we work with artists directly, and sometimes we work with organisations.

Together with organisations like the one you are considering applying to, we also advocate for the arts and cultural sector to be a more equitable and inclusive place to work. There is a wealth of information, data and academic research about the lack of diversity in the arts, and artists and arts workers continue to face exclusion based on their class origins, ethnicity, disability, gender, and other elements of their background, identity or experience. We think the system is broken, and that [positive action](#) combined with deep work by organisations is the only way for this to change. For this reason, the Weston Jerwood Creative Bursaries programme is only for those from low socio-economic backgrounds. It is also an Arts Council England Transforming Leadership programme, which is looking to nurture future leadership in the arts.

What is a low socio-economic background?

If you are from a low socio-economic background, you will most likely have been to state school, might have received free school meals as a child, or had a precarious household income when you were growing up. You might have grown up in the care system, been a young carer, or been the first in your family to go to university. Other terms people from a low socio-economic background might identify themselves with are working-class or benefit-class. If you are from a low socio-economic background you are more likely to face intersecting barriers in society, experiencing racism, ableism and other forms of discrimination. You can find out more about socio-economic diversity and inclusion, and the actions we are advocating for, in this [Toolkit](#).

How it works

The programme funds year-long salaried jobs in arts and cultural organisations, as well as providing links to wider professional and pastoral guidance where it is needed. It seeks to interrogate and remove barriers to entry and enable people to build careers in the arts with confidence and support. Over 2020-2022, we are funding 50 jobs across a range of art forms – you can read about the full list of opportunities [here](#).

What will you get from the programme beyond the job?

- **Fellows Network:** If you get this job, you will become part of a network with 49 other artists, curators and producers from low socio-economic backgrounds. We call this a network of ‘Fellows’. You will all be near the beginning of your life as professional artists and creatives, starting new jobs within three months of each other. It is likely that you might have faced similar and interconnecting barriers to working in the arts previously. Navigating institutions and new professional contexts can be tough, but you won’t be doing it alone. In the past the network has produced friendships, artistic collaborations, theatre companies and a sense of community.
- **Professional Development:** Fellows will join the Professional Development programme led by [people make it work](#), which will provide support and training and will be co-created with you. This means that we will tailor the content to your needs, challenges and ambitions and work with you to ensure you learn exactly what you need to support your professional development. A key feature of this will be establishing the Fellows Network for shared learning. This programme will be delivered online, and we hope that at the end we can hold an event that brings the Fellows together in a physical space. The programme will take place over a series of live digital meetings that will enable you to get to know each other, meet and learn from alumni and share your experience of starting your new roles. These sessions will respond to your needs in terms of skills development and we imagine that some of the workshops might include networking and career progression, training as a freelancer, public speaking, CV writing and navigating organisations.
- **Mentor:** You will get a mentor (outside your Host organisation) to work with during your Fellowship. Who they are is completely up to you, and we will pay for their time. You’ll also receive guidance from [Arts Emergency](#) who have significant experience in how to identify and make the most of a mentor.
- **Progression:** Throughout the programme, you’ll be supported by your Host organisation and Jerwood Arts to help you work out your next steps after the year is over. This might be coaching, support with future job and funding applications, introductions to programmers and funders, or simply advice and encouragement. Jerwood Arts can provide £1,000 of additional funding specifically to support your own creative projects, research and collaborations towards the end of your time on the programme.

- **Feedback:** We've run this programme three times over the past decade (you can hear about other peoples' experiences of the programme [here](#)). Each time we learn more about what works and what doesn't, so you will be encouraged to speak to both Jerwood Arts and your Host organisation if there's anything you'd like us to reflect on, build on or change to improve it for you.

If you love the sound of the job but have questions about the Weston Jerwood Creative Bursaries programme as a whole, you're welcome to contact Sarah Gibbon, Project Manager at Jerwood Arts, confidentially on sarahg@jerwoodarts.org or 07944 903989 in advance of making an application.

Please note that if your questions are specific to the job role or the application process, these should be directed to the organisation you're applying to. You should find information about who to contact within the job pack.



The Weston Jerwood Creative Bursaries 2020-2022 programme is designed and produced by Jerwood Arts. It is funded and supported by Arts Council England's Transforming Leadership Fund, Garfield Weston Foundation, Art Fund, Arts Council of Wales, The National Lottery through Creative Scotland, British Council, Jerwood Arts and PRS Foundation